

Policy for Selection and Reconsideration of Library Media Center Materials

Yreka Unified School District

Board-Approved 2018

Purpose

Library collection development is the ongoing process of identifying strengths and weaknesses of the school's library collection in terms of student needs. The purpose of this policy is to adopt criteria for the selection, removal and replacement of library materials in the Evergreen and Jackson Street school libraries. The policy is guided by principles set forth in: (1) the American Library Association's Library Bill of Rights and its interpretation for school libraries; (2) the American Association of School Libraries publication *Developing Collections to Empower Learners* (2014); and the California State Board of Education's *Model School Library Standards for California Public Schools* (2010).

District Mission

It is the mission of the Yreka Union School District to provide each student with a safe, caring and supportive atmosphere which will foster the intellectual, emotional, and social growth necessary to become a productive and responsible citizen who accepts cultural differences. All parents, students, teachers and staff are part of a supportive team helping children develop personal, educational, social and ethical values.

Library Media Program Mission

The Yreka Unified School District provides a broad range of educational, informational, and recreational reading resources through its school libraries in order to support the school curriculum and create students who are effective users of ideas and information, competent and enthusiastic readers, independent learners, and positive contributors to the school community and to society.

Exemplary materials are available in a variety of formats and reading levels, offer well-balanced coverage of subjects, and support the diverse interests, needs and viewpoints of the school community. Selection of physical and digital materials is based on a collective perspective drawn from input from the full range of learning community members.

Table 1 highlights a sampling of the library media collection development policy criteria that support the district mission.

District Mission	Collection Policy Criteria
<ul style="list-style-type: none"> safe, caring, supportive atmosphere 	<ul style="list-style-type: none"> Materials are appropriate to the subject area and circumstances of use, and for the age, emotional development, grade level, learning style, social development of the students, and to the learning community's values.
<ul style="list-style-type: none"> foster intellectual, social, emotional growth 	<ul style="list-style-type: none"> implement, enrich and support the curriculum, taking into consideration the varied interests and maturity of the students served;
<ul style="list-style-type: none"> productive, responsible, citizenship 	<ul style="list-style-type: none"> stimulate growth in factual and conceptual knowledge, literary appreciation, aesthetic values, and ethical standards; provide opposing sides of relevant issues so that students may develop, under guidance, the practice of critical analysis of all media
<ul style="list-style-type: none"> Parents, students, teachers and staff collaborate to support personal, educational, social and ethical value development. 	<ul style="list-style-type: none"> The selection of library media resources may involve input from some or all of the following: administrators, library media specialists, teachers, parents, students, board of education and community members.

Selection Criteria

The library media center staff is responsible for recommending materials which fulfill the guiding principles as approved by the Yreka USD Board of Directors. Selection involves input from a representative sampling of members of the learning community: administrators, teachers, parents, students, board of education and community members.

Materials will:

1. implement, enrich and support the curriculum as well as district reading initiatives, taking into consideration the varied interests and maturity of the students served;
2. have been favorably, professionally reviewed and/or have received literary awards;
3. stimulate growth in factual and conceptual knowledge, literary appreciation, aesthetic values, and ethical standards;
4. provide opposing sides of relevant issues so that students may develop, under guidance, the practice of critical analysis of all media;
5. accurately present the achievements and accomplishments of individuals and groups from multiple ethnic and racial backgrounds and genders;
6. be free of bias;
7. meet exemplary standards as to currency, authority, impartiality, accuracy, artistic quality, literary style, format, user friendliness, durability and cost effectiveness and readability.
8. be appropriate to the subject area and circumstances of use, and for the age, emotional development, grade level, learning style and social development of the students;
9. correct weaknesses in number and currency of the overall collection as based on publisher collection analyses, current scope and standards, and circulation statistics.

Gifts

A gift of materials, including those donated by teachers, parents and students or community members, free materials, commercially sponsored materials and materials donated as a result of a grant, shall be judged by the selection criteria outlined and shall be included in library media collections or used as classroom resources based on those criteria. Under no circumstances will materials in poor or outdated condition be accepted. **Any gift of materials must be accepted by the Yreka Union School District Board of Trustees.**

Weeding

Weeding is the systematic and deliberate removal of materials from the library media collection. The school library media center's function is to support the curriculum with

accurate and up-to- date materials; it is not to serve as an archive. The library staff shall be responsible for periodic weeding of all library media center resources.

Criteria pertaining to weeding include:

- content that is misleading, outdated and/or inaccurate;
- worn or beyond-repair condition;
- new, improved edition availability;
- lack of literary or scientific merit;
- relevance to needs/interests of learning community; and
- low circulation rate.

Reconsideration of Library Media Center Materials

School Library Procedures for Informal Complaints

Persons with a complaint about library print or digital resources will state their concerns to the school library staff or principal. This procedure is designed for open discourse regarding the viewpoints and opinions of those persons in the schools and the community who are not directly involved in the selection process. Any parent/guardian or employee of the school district may raise objection to a library media center resource

The library staff or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy and selection criteria, using the Collection Development Policy document that has been approved by the board.

If the complaint is not resolved informally, the library media teacher or principal will explain the formal reconsideration process and provide the individual with a copy of the school district's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item.

All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, or in personal conversation. No library resources will be removed or restricted from use as a result of the informal complaint except where

1) professional staff determine the item as out of alignment with the collection development policy; or

2) the parent/guardian has provided a written notice preventing their own children from accessing the item in question. A decision to sustain a challenge shall not necessarily constitute a judgment error by the staff involved in the original selection and/or use of the material.

School Library Procedures for Formal Requests for Reconsideration

If the informal process does not result in resolution, these procedures will apply:

1. The complainant will be referred to the principal and will be offered a packet including the library's mission statement, selection policy, and request for reconsideration of instructional resources form.
2. The complainant is required to complete and submit the reconsideration form to the principal within 10 business days. If a completed reconsideration form is not submitted within ten business days, the matter is considered closed.
3. Upon receipt of the form, the principal will notify and provide a copy of the reconsideration form to the superintendent, school library staff, and school library advisory committee.
4. The reconsideration committee will be appointed by the principal and consist of a teacher, a building level administrator, a school library media teacher, a reading specialist or language arts teacher, and a member of the community.
5. The school library staff will secure copies of the resource for the committee to review.
6. The school library media teacher will provide the reviewing committee with a short formal intellectual freedom training that explains a packet of materials, which includes the library's mission statement, selection policy, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet will be created with assistance from the state department of public instruction and the American Library Association's Office for Intellectual Freedom.
7. Through interlibrary loan or other means, the school library media teacher will obtain copies of the material in question for review by the reconsideration committee.
8. The reconsideration committee will schedule a formal reconsideration meeting within 10 school days after the principal receives the written request

for reconsideration. The principal will notify the superintendent and the school library department director as to this schedule.

Request for Reconsideration of Material Form

The Yreka Union School District has established a library media center materials selection policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please return the completed form to the principal **within ten school days of receipt**. *If the form is not completed and returned within 10 school days, the matter will be considered closed.*

Name	Student	School	Date
Address			
Phone		Email	
1. Resource on which you are commenting:			
___ Book (e-book)	Title		
___ Movie	Title		
___ Magazine	Title		
___ Audio Recording	Title		
___ Digital Resource	Title		
___ Game	Title		
___ Other	Title		
Author	Publisher	Copyright Date	
What brought this resource to your attention?			
Have you examined the entire resource? If not, what sections did you review?			
What concerns you about the resource?			
Are there resource(s) you suggest to provide additional information and/or other viewpoints?			

What action are you requesting the committee consider?